

MOWINS Hot Topics Session
Exploring DCN Data related to MOWINS
(MOWINS, PROD, and Crystal Reports)



Session Date: May 1, 2014

Thanks for joining us for the 2nd portion of this Hot Topics session. We will be talking about DCN data as it relates to MOWINS, PROD and Crystal Reports.

DCN Project in MOWINS

Who:	All WIC participants.
What:	Must have a DCN assigned.
When:	Always.
Where:	PMI field.
Why:	In preparation for interfacing with the mainframe.
How:	Search PROD for DCN, if don't have one, assign one.

In the future, we will be interfacing MOWINS with the mainframe to connect WIC participants with their Departmental Client Number or DCN number. In the meantime, we are working to assure that all WIC participants have a DCN number assigned to them and it is entered into the PMI field. The next slide shows you where the PMI field is located in the MOWINS folder. You should do a thorough search in PROD for each WIC participant that doesn't have a DCN in their PMI field and enter the DCN number or if they do not have a DCN number, you should assign them one and enter that number into the PMI field. Also note, that if the DCN number has a leading zero, please enter that as well.

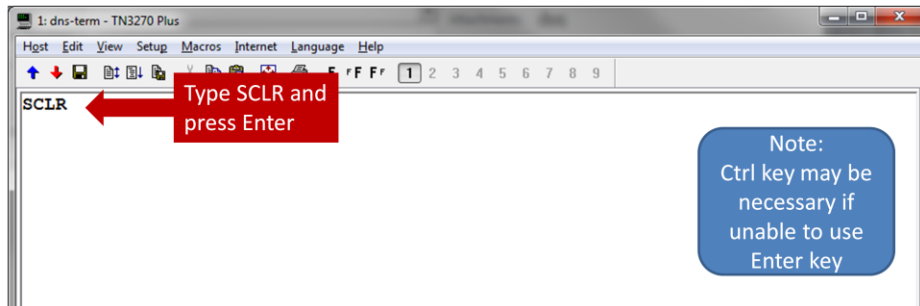
PMI Field in MOWINS

The screenshot shows the MOWINS software interface for a participant named JOHN TEST. The title bar indicates 'PF - JOHN TEST - 8 Years 3 Months 6 Days - WIC ID: 00663680 - HH ID: 00491355'. The menu bar includes File, Participant Activities, Certification, Benefit Management, Document Imaging, and Help. The main window has several tabs: Certification History, Health Information, Nutrition Education, Referrals, Income History, Benefits History, Appointments, Demographics, Immunization, HT/WT/Blood, Food Prescription, Risk Factors, and Nutrition Assessment. The Demographics tab is active, showing fields for Last (TEST), First (JOHN), MI, Birth Date (01/01/2006), Gender (Male), Address (VILLAGE DR), WIC Category (Child), City (KANSAS CITY), State (MO), ZIP (64101-0000), County (JACKSON), and E-mail. The PMI # field is empty and highlighted with a red arrow. A red text box with white text says: 'Only enter the participant's DCN in the PMI field. If there are leading zeros, enter them.'

The PMI field is located on the Demographics tab just above the box for Race/Ethnicity. You should NOT enter anything other than the DCN number for the participant in the PMI field. Do not enter all zeros, the word none, or any other HH members DCN in the PMI field. This DCN entry should be for the participant whose folder you are in at the time. Now, let's look at how to search for and assign DCNs in PROD.

Performing a Search in PROD

To search in PROD use the Command SCLR.



Questions regarding access/log-in, contact the Help Desk.

Searching for a participant in PROD: After you have successfully logged into PROD and are at the blank screen, you will be typing the letters SCLR which is the screen used for searching for participants. You will type SCLR and press the Enter key on your keyboard. Note: If using the Enter key does not work, use the CTRL key.

Performing a Search in PROD (continued)

1: dns-term - TN3270 Plus

Host Edit View Setup Macros Internet Language Help

1 2 3 4 5 6 7 8 9

SCLR SOCIAL SERVICES 04/04/14
CLEARING MENU DCN1023

SYSTEM CODE :
NAME (LAST) :
(FIRST) :
(MIDDLE) :
(SUFFIX) :
SEX :
BIRTH DATE :
SOC. SEC. NO. :
WIDE SEARCH :

Please note: All infants born in Missouri beginning in 1994 have a DCN assigned shortly after birth. However, DCN numbers may NOT appear in PROD immediately.

Search for: Previous names and aliases.

Keep in mind that a person's information **could have been entered incorrectly** (gender or DOB) so ALWAYS do a thorough search **before** assigning a DCN.

Use the Tab key to navigate through the fields.

This screen is the SCLR screen where you enter the search criteria for your participant. Please remember a person may be in the system under a previous name so be sure to search for all possible aliases. Also, a person's information could have been entered incorrectly including the gender or DOB so ALWAYS do a thorough search before assigning a DCN. The following slides show how to fill this out properly to get the best search results.

Performing a Search in PROD (continued)

Fill in the *SYSTEM CODE, LAST NAME, FIRST NAME, SEX, BIRTH DATE AND WIDE SEARCH.*

SYSTEM CODE : HHN (always use **HHN**)
NAME (LAST) : Person's Last Name
 (FIRST) : Person's First Name
 (MIDDLE) : NOT REQUIRED
 (SUFFIX) : NOT REQUIRED
SEX : M or F (M=male, F=female)
BIRTH DATE : Person's DOB (use **MMDDYYYY** format)
SOC. SEC. NO. : NOT REQUIRED
WIDE SEARCH : Y (always use **Y**)

You will always use the HHN in the system code and the birth date will always be entered in the MMDDYYYY format, for example a person is born on April 5, 2014, you would enter 04052014. You will always enter Y for yes on the Wide Search as well. Once you've entered your search criteria, the completed SCLR should look like our screen on the next slide.

Performing a Search in PROD (continued)

Fill in your search information and then press Enter.

The screenshot shows a terminal window with a menu and search criteria. The menu is titled 'SOCIAL SERVICES CLEARING MENU' and includes a date '04/04/14' and a code 'DCNI023'. The search criteria are as follows:

Field	Value
SYSTEM CODE	: HHN
NAME (LAST)	: TEST
(FIRST)	: JOHN
(MIDDLE)	:
(SUFFIX)	:
SEX	: M
BIRTH DATE	: 01012006
SOC. SEC. NO.	:
WIDE SEARCH	: Y

Lets search for John Test. He is a male with a DOB of January 1, 2006 and yes, we want to do a Wide Search. Once you have pressed the Enter key, the next screen will display showing any persons with similar information and DCN.

Performing a Search in PROD (continued)

To view any additional results, press the **F9** key. To return to the SCLR screen to change search information press the **F3** key. (If person is not found in the search results then a DCN can be assigned).

The screenshot shows a terminal window titled '1: dns-term - TN3270 Plus'. The window contains the following text:

```
S035                                SOCIAL SERVICES                                04/04/14
                                WIDE NAME SEARCH

SEARCH YEAR: 2007
LAST NAME: TEST                                FIRST INT: J  SEX: M  DOB: 01/01/2006

      DCN      NAME      R/S      DOB      SSN      VER
01234567  TESTING  JAMES  E      1M      01/18/2007  XXX-XX-XXXX  X

PFK1:HELP      PFK2:PARTICIPATION PFK3:SCLR PFK4:ASSIGN DCN
S008: END OF DATA.      YR(S) SEARCHED 2007

TB@                                1: dns-term                                03,15  00:00.015 16:08 TO401316
```

A red arrow points to the 'PFK4:ASSIGN DCN' option at the bottom of the screen.

Note: if the **Assign DCN** option does not show in the options at the bottom, press the **F9** key until it does.

As you can see in the example, we did not get a result for John Test and we don't know of any other aliases for him to use as our search criteria. It is at this point that we can assign him a DCN number by pressing the **F4** key. If the Assign DCN option does not show in the options at the bottom, press the **F9** key until it does.

Assigning a DCN in PROD

After pressing the **F4** key, you will be prompted to fill in the Race, Ethnicity and Language information.

```
S031          SOCIAL SERVICES          04/07/14
          RACE/ETHNICITY/LANGUAGE  ADD  DCNU031

DCN:
NAME          R/S    DOB    SSN    VER
TEST JOHN     M    01/01/2006  -    -    X

Y/N/U ETHNIC          Y/N  RACE
  HISPANIC/LATINO      1- WHITE
                        2- BLACK/AFRICAN AMERICAN
                        4- AMERICAN INDIAN/ALASKAN NATIVE
N                4A- FEDERALLY RECOGNIZED TRIBE
                        5- ASIAN
                        6- NATIVE HAWAIIAN/PACIFIC ISLANDER
U- UNABLE TO DETERMINE

X LANGUAGE PROFICIENCY
A -ENGLISH      B -SPANISH      C -BOSNIAN      D -VIETNAMESE      E -RUSSIAN
F -SOMALI       G -GERMAN       H -CHINESE     I -ITALIAN       J -ARABIC
K -FARSI       L -FRENCH       M -ALBANIAN    Z -OTHER

          NO  CONFIRM RACE/ETHN/LANG SELECTIONS

PFK1:HELP  PFK3:SCLR
S001: ENTER ALL APPLICABLE RESPONSES.
```

Ethnicity & Language only allows 1 choice.

Race allows multiple selections.

Once you have marked your selections, press the **Enter** key. You will then need to Confirm your selections by typing the word, "**YES**". Then press the **Enter** key again to proceed to the next screen.

You will then be prompted to fill in the Race/Ethnicity and Language for the participant. You will use X for your Language selection and use Yes/No for your Ethnicity and Race selections. After you have made your selections and marked them appropriately, type the word Yes at the bottom of the screen where the word NO is located and press Enter. This confirms your selections.

Assigning a DCN in PROD (continued)

Verify the information you have entered is correct before the system creates the DCN. If all information is correct, at the Verify line, type the word **YES** and press enter.

The screenshot shows a terminal window titled "1: dno-term - TN3270 Plus". The main display area contains the following text:

```
S034                                SOCIAL SERVICES                                04-07-14
                                DCN ASSIGNMENT                                DCNU034

DCN ASSIGNED      :
SYSTEM CODE       : HHN
NAME (LAST)       : TEST
(FIRST)           : JOHN
(MIDDLE)          :
(SUFFIX)          :
RACE              : 1
SEX               : M
BIRTH DATE        : 01/01/2006
SOC. SEC. NO.     : - -

VERIFY            : NO
SELECT           :
```

At the bottom of the screen, there are two lines of text:

```
PFK1:HELP  PFK3:SCLR PFK4:WIDE SEARCH          PFK6:FAMIS
S010: VERIFY TO ASSIGN DCN.
```

The status bar at the very bottom of the terminal window displays connection information: "Connected to sdcip04.intra.state.mo.us port 1023", the IP address "10.241.13.14", a timestamp "00:00:031 14:19", and the code "TO404545 NUM".

On this screen, you will be verifying the information you entered is correct in order for the system to create a DCN for your participant. If corrections are needed, leave NO in the Verify field and press Enter. You will be returned to the SCLR screen. The SCLR screen displayed will contain the search information previously entered and at the bottom you will see the message: "Assignment not verified". You can then correct information on the SCLR screen and repeat the steps for assigning a DCN if necessary. If the information is correct, at the Verify line, type the word, YES and press Enter.

Assigning a DCN in PROD (continued)

Once you have verified the information is correct, the system will show the **DCN ASSIGNED** in the first field and a message will appear at the bottom stating **DCN ASSIGNED**.

S034 SOCIAL SERVICES 04-07-14
DCN ASSIGNMENT DCNU034

DCN ASSIGNED : 63240567
SYSTEM CODE : HBN
NAME (LAST) : TEST
(FIRST) : JOHN
(MIDDLE) :
(SUFFIX) :
RACE : 1
SEX : M
BIRTH DATE : 01012006
SOC. SEC. NO. :
VERIFY : YES
SELECT : █

PFK1:HELP PFK3:SCLR PFK5:79 BYTE NAME PFK6:FAMIS
S014: DCN ASSIGNED.

County JACKSON PMI #
E-mail
Initial Contact Address History Copy Demographics Race/Ethnicity Additional

Once you have verified the information is correct, the system will show the **DCN ASSIGNED** in the first field and a message will appear at the bottom stating **DCN ASSIGNED**. The number now created can be entered in the PMI field in MOWINS. If you are done assigning the DCN for the participant, you can then press the Pause Break to clear the screen and continue working.

Assigning a DCN in PROD (continued)

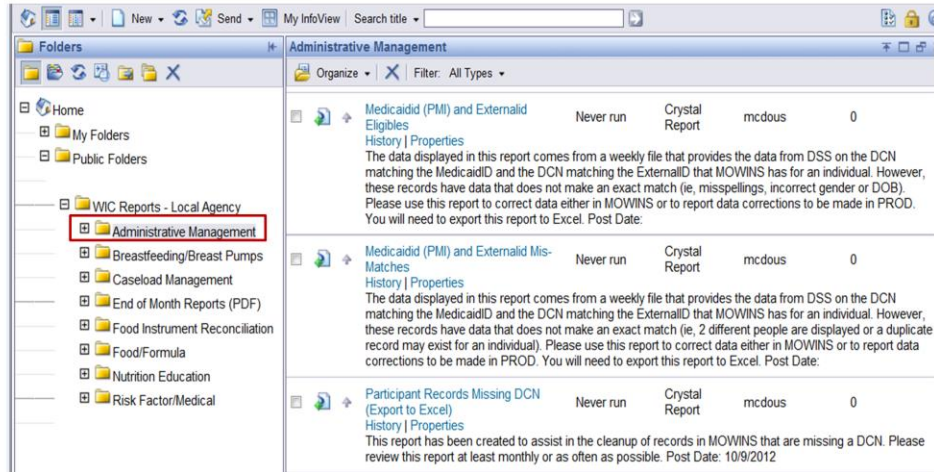
Any questions on
Searching for or
Assigning a DCN in
PROD?

We have just finished reviewing how to search for and assign a DCN in PROD. Are there any questions about what we have just reviewed? Now, lets look at the data reports in Crystal Reports.

Cleaning up MOWINS Data (Crystal Reports)

Crystal Reports >>> WIC Reports – Local Agency >>> Administrative Management >>>

There are 3 reports to help us clean up MOWINS data.



There are 3 reports in Crystal Reports that can help you to clean up your agency's data. They are found in the Administrative Management folder titled: (Medicaid id (PMI) and External id Eligibles), (Medicaidid (PMI) and External id Mis-Matches), and Participant Records Missing DCN. Lets take a look at the first report.

Cleaning up MOWINS Data (continued)

Crystal Reports >>> WIC Reports – Local Agency >>> Administrative Management >>>

Medicaid (PMI) and Externalid Eligibles

Enter prompt values.

Enter AgencyID: Agency
The value must be between 2 and 3 characters long.

Start of Range:
Enter a Value:
☒ Include this value ☐ No lower value

End of Range:
Enter a Value:
☒ Include this value ☐ No upper value

Selected Values:

Enter your Agency Number in both the Start of Range and End of Range fields and click the Add Range button. Then click OK.

This is the Medicaid (PMI) and Externalid Eligibles report. For this report, you will have to enter your 3 digit agency number and click the Add Range button to get data specific to your agency.

Cleaning up MOWINS Data (continued)

Crystal Reports >>> WIC Reports – Local Agency >>> Administrative Management >>>

Medicaid (PMI) and Externalid Eligibles

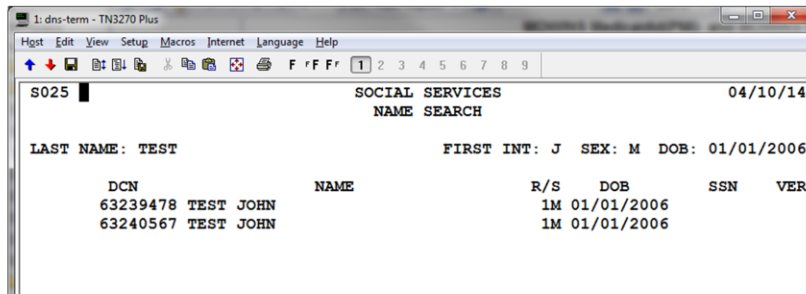
Agency #	StateWICID	Mowins PMI	Mowins External ID	Last Name	First Name	Gender	DOB
620	00663680	63240567	63240567	TEST	JOHN	M	01/01/2006

This report is showing that John Test has a DCN, why is he showing up on this report?

This is the Eligibles report. It shows participants who may have a potential DCN. In the example shown, John Test has a DCN. Lets search for John Test in PROD to see why he is showing up on this report.

Cleaning up MOWINS Data (continued)

Medicaid (PMI) and Externalid Eligibles (continued)



S025

SOCIAL SERVICES 04/10/14
NAME SEARCH

LAST NAME: TEST FIRST INT: J SEX: M DOB: 01/01/2006

DCN	NAME	R/S	DOB	SSN	VER
63239478	TEST JOHN	1M	01/01/2006		
63240567	TEST JOHN	1M	01/01/2006		

There are 2 DCNs for John Test!

In our SCLR search for John Test, it is revealed that he has 2 DCN numbers and the information for both DCNs is correct. This is why he shows up on this report. What is our next step?

Cleaning up MOWINS Data (continued)

Medicaid (PMI) and Externalid Eligibles (continued)

S025 SOCIAL SERVICES 04/10/14
NAME SEARCH

LAST NAME: TEST FIRST INT: J SEX: M DOB: 01/01/2006

DCN	NAME	R/S	DOB	SSN	VER
63239478	TEST JOHN	1M	01/01/2006		
63240567	TEST JOHN	1M	01/01/2006		

Use this one!

There are 2 DCNs for John Test!
Enter the lower of the 2 numbers in
the PMI# field in MOWINS.

Download the WIC-38 on the MOWINS Webpage!

You will first enter the lower of the 2 DCN numbers in the PMI field in MOWINS. Then, you will fill out a WIC-38 reporting that John Test has 2 DCN numbers. Also note, there may be a discrepancy with the Name, Gender, or DOB entry, so you will need to correct anything that is wrong in the MOWINS folder **OR** if PROD has the information incorrect, report that on a WIC-38. Any questions so far? Now, lets take a look at the 2nd report.

Cleaning up MOWINS Data (continued)

Crystal Reports >>> WIC Reports – Local Agency >>> Administrative Management >>>

Medicaidid (PMI) and Externalid Mis-Matches

The screenshot shows a software window titled "Medicaidid (PMI) and Externalid Mis-Matches". At the top, it says "Enter prompt values." Below this is a section for "Enter AgencyID:" with a note "The value must be between 2 and 3 characters long." and a label "Agency". The main area is divided into two columns. The left column is labeled "Start of Range:" and contains an "Enter a Value:" text box, a checkbox labeled "Include this value" (which is checked), and a checkbox labeled "No lower value". The right column is labeled "End of Range:" and contains an "Enter a Value:" text box, a checkbox labeled "Include this value" (which is checked), and a checkbox labeled "No upper value". To the right of these columns is a button labeled "Add Range". Below these fields is a "Selected Values:" section with a list box and a right-pointing arrow button. At the bottom of the "Selected Values" section are "Remove" and "Remove All" buttons. At the very bottom of the window is an "OK" button.

Enter your Agency Number in both the Start of Range and End of Range fields and click the Add Range button. Then click OK.

This is the Medicaidid (PMI) and Externalid Mis-Matches report. For this report, you will have to enter your 3 digit agency number and click the Add Range button to get data specific to your agency.

Cleaning up MOWINS Data (continued)

Crystal Reports >>> WIC Reports – Local Agency >>> Administrative Management >>>

Medicaid (PMI) and Externalid Mis-Matches

MOWINS Medicaid(PMI) and MOWINS Externalid Mis-Matches
with Department of Social Services DCN Data for Comparison and Review

4/10/2014 1:25:02 AM

This report may contain confidential information. Any unauthorized access, use and/or disclosure of confidential information may result in a loss of access privileges, an action for civil damages, an action for criminal charges, and/or disciplinary action including but not limited to suspension or dismissal.

Agency #	State/WICID	Mowins PMI	Mowins External ID	Last Name	First Name	Gender	DOB
201	00663680	53239478	63239478	TEST	JOHN	M	01/01/2006
DSS: 63239478				TEST	JOHN	M	01/01/2006

This report is showing that John Test has a DCN. Why is he showing on this report?
Check the DCN entry in the PMI field, the name spelling, gender and DOB for errors.

The 2nd report is the Mis-Matches report. John Test is showing as having a DCN in both the MOWINS PMI and the MOWINS External ID fields. Let's look at the DCN numbers in those fields. Are they the same? No, the number in the PMI field has been entered starting with a 5 instead of a 6 like it should be according to PROD. Don't forget to check name spellings, DOB and gender for discrepancies. So what do we do next?

Cleaning up MOWINS Data (continued)

Medicaid (PMI) and Externalid Mis-Matches (continued)

Use this one!

DCN	NAME	R/S	DOB	SSN	VER
63239478	TEST JOHN	1M	01/01/2006		
63240567	TEST JOHN	1M	01/01/2006		

Wrong #

You will correct the DCN entry in the PMI field and if you haven't done so already, fill out the WIC-38 reporting that John Test has 2 DCNs and submit it to the WIC Help Desk via email or fax. Any questions so far? Now, let's look at the last report.

Cleaning up MOWINS Data (continued)

Crystal Reports >>> WIC Reports – Local Agency >>> Administrative Management >>>

Participant Records Missing DCN

Participant Records Missing DCN (Export to Excel)

Enter prompt values.

Enter Agency (3 Digits):
The value must be between 3 and 3 characters long.

Agency

Start of Range:

Enter a Value:

☒ Include this value ☐ No lower value

End of Range:

Enter a Value:

☒ Include this value ☐ No upper value

Add Range

Selected Values:

Remove Remove All

OK

Enter your Agency Number in both the Start of Range and End of Range fields and click the Add Range button. Then click OK.

This is the Participant Records Missing a DCN in the PMI field. For this report, you will have to enter your 3 digit agency number and click the Add Range button to get data specific to your agency.

Cleaning up MOWINS Data (continued)

Crystal Reports >>> WIC Reports – Local Agency >>> Administrative Management >>>

Participant Records Missing DCN (continued)

Agency	AgencyName	Household	Statewid	LastName	FirstName	MiddleInitial	DateOfBirth	Gender
201	ADAIR COUNTY HEALTH DEPARTMENT	00491355	00663680	TEST	JOHN		01-01-2006	M

This report shows participants that do not have a DCN number entered in the PMI field.

This report shows us all participants who do not have a DCN number entered in the PMI field. For the purpose of this example, let's pretend that John Test does not have a DCN entered in the PMI field. What do we do next?

Cleaning up MOWINS Data (continued)

Participant Records Missing DCN (continued)

Use this one!

DCN	NAME	R/S	DOB	SSN	VER
63239478	TEST JOHN	1M	01/01/2006		
63240567	TEST JOHN	1M	01/01/2006		

PF - JOHN TEST - 8 Years 3 Months 6 Days - WIC ID: 00663680 - HH ID: 00491355

File Participant Activities Certification Benefit Management Document Imaging Help

Certification History Health Information Demographics Nutrition Education Immunization Referrals HT/W/T/Blood Income History Food Prescription Benefits History Risk Factors Appointments Nutrition Assessment

Last: TEST First: JOHN MI: Birth Date: 01/01/2006 Gender: Male WIC Category: Child

Address: VILLAGE DR City: KANSAS CITY State: MO ZIP: 64101-0000 County: JACKSON

E-mail: PMI #

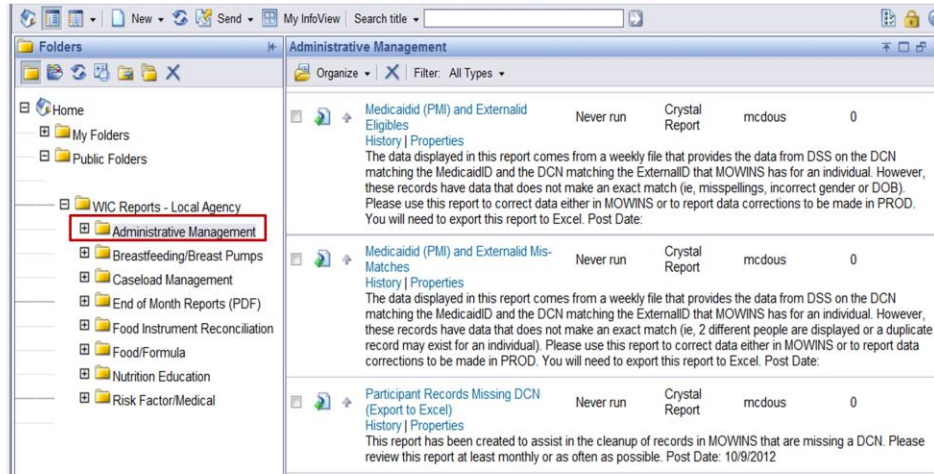
Initial Contact Address History Copy Demographics Race/Ethnicity

You will need to do a thorough search in PROD for John Test and enter his DCN number in the PMI field in MOWINS. If there is a duplicate DCN for him, then enter the lower of the 2 numbers in the PMI field and report the duplicates to the WIC help Desk on a WIC-38 form. Don't forget to check for other discrepancies with Name, DOB and Gender and make changes in MOWINS as necessary or report on the WIC-38 any changes needed in PROD. Any questions so far?

Cleaning up MOWINS Data (Crystal Reports)

Crystal Reports >>> WIC Reports – Local Agency >>> Administrative Management >>>

Review these reports on a monthly basis.



It is recommended that you review these reports monthly to keep updated on any records that do not contain a DCN number or may need corrections. It is important that all Missouri WIC participants have a DCN number assigned to them and it is entered in the PMI# field in MOWINS.

IMPORTANT!

Remember:

- Report any Duplicate SWIDs and/or DCNs
 - Call the WIC Help Desk
 - Submit the WIC-38 form
- Thoroughly search for participants in MOWINS and PROD
 - Search for Alias Names
 - Data may have been entered incorrectly
- Review the Crystal Reports monthly
- Bookmark the MOWINS webpage!
 - Check frequently for updates

Here are some important things to remember from this part of the Hot Topics session.

Thank you for attending this
Hot Topics session and
for helping clean-up the data in MOWINS!

Any questions about this part of the session?

WIC Help Desk Email:

- WICHelpDesk@health.mo.gov

WIC Help Desk Phone:

- 800-554-2544

MOWINS Webpage:

- <http://health.mo.gov/living/families/wic/mowins/> (The WIC-38 form is here).

If you have questions about this part of the session, feel free to call or email the WIC Help Desk. Thank you for attending this Hot Topics session and for helping us clean-up the data in MOWINS! You are greatly appreciated and your efforts make a difference!